



# Michigan Court System

## Transfer Case

This documentation describes how to transfer a Small Claims case to a General Civil case.

The Transfer Case screen can be accessed by:

### Add Document

**Documents**

Date Filed: 07/10/2012

Document Code: [ ] OR SCAO Number: [ ] OR

Document Name: DEMAND AND ORDER FOR REMOVAL, SMALL CLAIMS [ ] ☐ Amended

Additional Description: [ ]

Comment: [ ]

**Participants**

Select	Role	Role Number	Name	Primary Attorney Name
<input checked="" type="checkbox"/>	DEFENDANT	1	GREEN, JODI	

Select by Role: [ ] [Add New Participants to Case](#)

**Document Specific Attributes**

Judicial Officer: [ ]

Attorney #: [ ] Attorney Name: [ ] Legal Group: [ ]

Atty/Legal Group Role: [ ] Atty/Legal Group Type: [ ]

Disposition: REMOVE FROM S [ ] Disposition Date: 07/10/2012 Disposition Amount: [ ]

*Callout boxes:*

- Select the participant. If there are multiple defendants on the case, select all.
- The disposition will automatically populate when adding the document name.

Upon saving, the system will first display the Cancel Hearing screen (if a future hearing is scheduled) and then display the Transfer Case screen.

## Add Action

[Action Details](#) | [Action Attorneys](#) | [Quick Scheduling](#) | [Linked Documents](#) | [Financial](#) | [Non-Monetary Sanctions](#) | [Manage Bond](#)

Date:  Judicial Officer for Action:  Court Reporter:

Hearing/Action:  Add'l Desc:  Hearing Location:

**AND/OR**

**Scheduled Hearings**

Select One	Type	Add'l Desc	Date	Time	Hearing Officer
<input checked="" type="checkbox"/>	SMALL CLAIMS HEARING		9/3/2012	08:45 AM	WOJTOVICZ, RYAN

Enter the Hearing/Action of 'Remove From SC to GC'.  
Select the Small Claims Hearing checkbox.

Comments:

**Action Results**

Result Code:  OR Description:

Remove	Result Code	Description

**Disposition**

Disposition:  Amount:

The Disposition of 'Remove from Small Claims to General Civil' will automatically populate when entering the Hearing/Action above.

**Participants**

Select	Role	Role Number	Name	Disposition	Primary Attorney ...
<input checked="" type="checkbox"/>	DEFEN...	1	GREEN, ...		

Select all dispositive participants.

Upon saving, the system will first display the Cancel Hearing screen (if a future hearing is scheduled) and then display the Transfer Case screen.

## Transfer Case Action Link

12-005020-SC | [Forms](#)

<a href="#">Add Action</a>	<a href="#">Add Participant</a>	<a href="#">Copy Case</a>	<a href="#">Relate/Unrelate Cases</a>	<a href="#">View Case RQA/Information</a>
<a href="#">Add ADR Case</a>	<a href="#">Add Receivable</a>	<a href="#">Delete Case</a>	<a href="#">Reschedule All Future Hearings</a>	<a href="#">View Dispositions Summary</a>
<a href="#">Add Comment</a>	<a href="#">Add Reminder</a>	<a href="#">Manage Bond</a>	<a href="#">Reschedule Hearing</a>	<a href="#">View Financial Summary</a>
<a href="#">Add Cross-Reference</a>	<a href="#">Add Resource Request</a>	<a href="#">Modify Case Entitlement</a>	<a href="#">Schedule Hearing</a>	<a href="#">View Garnishment Details</a>
<a href="#">Add Document</a>	<a href="#">Assign Milestone</a>	<a href="#">Modify Financial Record Link</a>	<a href="#">Take Payment</a>	<a href="#">View Notes Summary</a>
<a href="#">Add Electronic Attachment</a>	<a href="#">Assign/Reassign Professional</a>	<a href="#">Modify Milestone</a>	<a href="#">Transfer Case</a>	<a href="#">View Seizure Details</a>
<a href="#">Add Note</a>	<a href="#">Change Case Number/Type</a>	<a href="#">Pay Expense</a>	<a href="#">View Case Activity Summary</a>	

The 'Transfer Case' action link can also be used at the bottom of a Case Details screen to transfer a case, once a disposition of 'Remove from Small Claims to General Civil' has been entered.

## Transfer Case Screen

**Transfer Case**

Transfer Type: SC TO GC TRANSFER

**Current Case**

Jurisdiction: DISTRICT Court: BERRIEN CIVIL Location: ST. JOSEPH [Change JCL](#)

Case ID: 13-006647-SC Judicial Officer: SCHROCK, STERLING

**New Case**

New Case Type: GC

**Case Number**

Year: 2013 Identifier:

☐ Override Case Auto-numbering

Date Transferred: 04/04/2013 Judicial Officer: ☐ Retain Current Judicial Officer

☐ Show Case Details

**Callouts:**

- Case Type of GC defaults into the New Case Type field. Year defaults to current year. Identifier will generate upon Save.
- Select the checkbox to Override Case Auto-numbering, if this is the Court's procedure.
- Date Transferred will default to current date. To retain the current judicial officer, select the checkbox. If left blank, the system will auto assign a new judicial officer for the GC case. Select the Show Case Details checkbox to open a new window displaying the new GC case.

[Save](#) [Cancel](#)

**MICS version 1.0.50.27869 - [Case Details - SC - SMALL CLAIMS]**

File Case Person Search Bond Financials Reports Forms Other Window Help

Refresh

**12-005025-SC**

Related Case(1)  
12-005025-SC TO GC TRANSFER

Hearing(1)  
Professional(1)  
Participant(2)  
PETERSON, JOHN (PLAINTIFF 1)  
DDE, MARY (DEFENDANT 1)  
Document(2)  
DEMAND AND ORDER FOR REMOVAL, SMALL CLAIMS (7/3/2012)  
AFFIDAVIT AND CLAIM, SMALL CLAIMS (6/5/2012)  
Action(1)  
Milestone(2)  
SCAD: MAX CASE AGE: DISTRICT SC INACTIVE 10/3/2012  
SUMMONS EXPIRATION/SERVICE INACTIVE 9/4/2012

**12-005025-SC**    **PETERSON V DDE**    **D/BCV/S**

Judicial Officer: SCHROCK, S    Case Filed: 6/5/2012    Adjudicated: 7/3/2012 REMOVE FROM SMALL CLAIMS TO GENERAL CIVIL    **Related Cases**

Status: CLOSED

Jurisdiction: DISTRICT    Court: BERRIEN CIVIL    Location: ST. JOSEPH    Change JCL

Case ID: 12005025-SC    Date Filed: 06/05/2012    Date Closed: 07/23/2012

Judicial Officer: SCHROCK, STERLING

**Case Indicators**

**Case Type Specific Attributes**

Last Action Date:    Last Action:    Claim Amount: \$450.00    Venue:    NonPublic Status:    Careload Limit:    Prison Case:    Record Retention Date:    Date Destroyed:   

Save    Cancel

12-005025-SC    Forms

Add Action    Add Participant    Copy Case    Relate/Unrelate Cases    View Case RGA Information  
Add ADR Case    Add Receivable    Delete Case    Reschedule All Future Hearings    View Dispositions Summary  
Add Comment    Add Reminder    Manage Bond    Reschedule Hearing    View Financial Summary  
Add Court Reference    Add Resource Request    Modify Case Entitlement    Schedule Hearing    View Garnishment Details  
Add Document    Assign Milestone    Modify Financial Record Link    Take Payment    View Notes Summary  
Add Electronic Attachment    Assign/Reassign Professional    Modify Milestone    Transfer Case    View Seizure Details  
Add Note    Change Case Number/Type    Pay Expense    View Case Activity Summary

Database: MICS-IntTeeBerrien    User: Lorna Skipworth

- After saving the Transfer Case screen, the case header on the Small Claims case will contain an indicator of 'Related Cases' and an adjudication of 'Remove from Small Claims to General Civil'.
- The case status on the Small Claims case is Closed.
- The tree will show a Related Cases node and will expand to display the General Civil case number.

### **New General Civil Case:**

- General Civil case will also have a 'Related Case' indicator in the Case Header, as well as a 'Related Case' node in the tree.
- The tree will show the originating document on the new General Civil case as 'Demand and Order for Removal, Small Claims' associated to the defendant(s).
- Milestones will be created on the new General Civil case.

**MICS version 1.0.50.27869 - [Case Details - GC - GENERAL CIVIL]**

File Case Person Search Bond Financials Reports Forms Other Window Help

Refresh

12-005049-GC

- Related Cases(1)
  - 12-007752-SC SC TO GC TRANSFER
- Participants(2)
- Documents(1)
- Milestones(3)
  - SCAO: MAX CASE AGE- DISTRICT GENERA
  - ANSWER14 DUE 8/7/2012
  - NO PROGRESS DUE 10/23/2012

12-005049-GC
PREMIER HOME FURNISHINGS V PAYTON
D/BCV/S

Judicial Officer: DEWANE, J
Status: OPEN
Case Filed: 7/24/2012
Related Cases

Jurisdiction: DISTRICT
Court: BERRIEN CIVIL
Location: ST. JOSEPH

Case ID: 12-005049-GC
Date Filed: 07/24/2012
Date Closed:

Judicial Officer: DEWANE, JOHN

Case Indicators

Case Type Specific Attributes

Last Action Date:
Last Action:

Claim Amount: \$1.00
☐ Jury Demand Filed
Venue:

Non-Public Status:
☐ Caseload Omit
☐ Prison Case

Save
Cancel

12-005049-GC Forms

Add Action
Add Document
Add Receivable
Assign/Reassign Professional
Manage Bond
Pay Expense
Schedule Hearing
View

Add ADR Case
Add Electronic Attachment
Add Reminder
Change Case Number/Type
Modify Case Entitlement
Relate/Unrelate Cases
Take Payment
View

Add Comment
Add Note
Add Resource Request
Copy Case
Modify Financial Record Link
Reschedule All Future Hearings
View Case Activity Summary
View

Add Cross-Reference
Add Participant
Assign Milestone
Delete Case
Modify Milestone
Reschedule Hearing
View Case RQA/Information
View

Database: MICS\_Prod\_1 User: Sheryl Strouse

After a Small Claims case has been transferred, if a user attempts to perform any activity on the Small Claims case, a validation message will display indicating that the case has been transferred and ask if they want to continue. The user can press 'Yes' and proceed with activity on the Small Claims case if necessary.